



Bullying, Harassment, or Intimidation Reporting Form

Howard County Public School System • Ellicott City, Maryland 21042

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

Bullying, cyberbullying, harassment, and intimidation are serious and will not be tolerated. This is a form to report alleged bullying harassment, or intimidation that occurred during the current school year on school property, at a school-sponsored activity or event off school property, on a school bus, on the way to and/or from school*, or on the internet-sent on or off school property; or that substantially disrupted the orderly operation of the school. Bullying, harassment and intimidation mean any intentional conduct, including verbal, physical or written conduct, or an intentional electronic communication, that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities or performance, or with a student's physical or psychological well-being. The conduct must (1) be motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability, or (2) be threatening or seriously intimidating. Electronic communication means communication transmitted by means of electronic device, including a telephone, cellular phone, computer and pager. Sexual discrimination includes sexual harassment, sexual assault and sexual violence and is characterized as unwelcome conduct of a sexual nature that interferes with a student's ability to learn. This term is generally thought to mean actions, language or visual materials which specifically refer to, portray or involve sexual activity or language. Conduct of a sexual nature may include overt sexual solicitations, inappropriate touching, sexual jokes and inquiries about a person's sex life. Sexual harassment is the broader term that encompasses conducts of a sexual nature such as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. Sexual harassment also includes acts that are not overtly sexual but rather are directed at individuals based on their gender such as profanity or rude behavior that is gender-specific.

If you are a student, the parent/guardian of a student, a close adult relative of a student, or a school staff member and wish to report an incident of alleged bullying harassment, or intimidation, complete this form and return it to the Principal at the student victim's school. You may contact the school for additional information or assistance at any time.

PLEASE PRINT ALL INFORMATION

Today's date ____/____/____ School _____ School System _____

PERSON REPORTING INCIDENT: Name _____

Telephone: (_____) _____ E-mail: _____

Place an X in the appropriate box:

☐ Student ☐ Parent/guardian of a student ☐ Close adult relative of a student ☐ School Staff ☐ Bystander

1. Name of student target/victim(s): _____ Age: ____ School: _____

_____ Age: ____ School: _____

_____ Age: ____ School: _____

2. Name of alleged witness(es) if known: _____ Age: ____ School: _____

_____ Age: ____ School: _____

_____ Age: ____ School: _____

3. Name(s) of alleged offender(s) (if known): Age: ____ School: _____ Is he/she a student? ☐ Yes ☐ No

Age: ____ School: _____ Is he/she a student? ☐ Yes ☐ No

Age: ____ School: _____ Is he/she a student? ☐ Yes ☐ No

Contact HCPSS Department of Special Education and Student Services (410) 313-5336 or Office of Equity Assurance (410) 313-6654 with any questions.

4. On what date(s) did the incident happen? ____/____/____ Month Day Year ____/____/____ Month Day Year ____/____/____ Month Day Year

5. Place an X next to the statement(s) that best describes what happened: (Choose all that apply.)

- | | |
|--|---|
| <input type="checkbox"/> Any bullying, harassment, or intimidation that involves physical aggression | <input type="checkbox"/> Related to the student's perceived sexual orientation |
| <input type="checkbox"/> Getting another person to hit or harm the student | <input type="checkbox"/> Electronic Communication (e.g. E-mail, text, sexting, etc.) |
| <input type="checkbox"/> Teasing, name-calling, making critical remarks, or threatening, in person or by other means | <input type="checkbox"/> Gang Related |
| <input type="checkbox"/> Demeaning and making the target/victim of jokes | <input type="checkbox"/> Gang Recruitment |
| <input type="checkbox"/> Making rude and/or threatening gestures | <input type="checkbox"/> Human trafficking/prostitution recruitment |
| <input type="checkbox"/> Excluding or rejecting the student | <input type="checkbox"/> Racial Harassment |
| <input type="checkbox"/> Intimidating (bullying), extorting, or exploiting | <input type="checkbox"/> Sexual Discrimination (Harassment) |
| <input type="checkbox"/> Spreading harmful rumors or gossip | <input type="checkbox"/> Sexual in nature |
| <input type="checkbox"/> Related to the student's disability | <input type="checkbox"/> Other (specify) _____ |
| | <input type="checkbox"/> Cyberbullying (e.g. social media including Facebook, Twitter, Vine, Instagram, etc.) |

6. Where did the incident happen? (Choose all that apply.)

- ☐ On school property ☐ At a school-sponsored activity or event off school property
☐ On a school bus ☐ On the way to/from school* ☐ Via Internet-sent on or off school property

* Will be collected unless specifically excluded by local or board policy

7. Describe the incident(s), including what the alleged offender(s) said or did? _____

(Attach a separate sheet if necessary)

8. Why did the bullying, harassment or intimidation occur? _____

(Attach a separate sheet if necessary)

9. Did a physical injury result from this incident? Place an X next to one of the following:

- ☐ No ☐ Yes, but it did not require medical attention ☐ Yes, and it required medical attention

10. If there was a physical injury, do you think there will be permanent effects? ☐ Yes ☐ No

11. Was the target/victim absent from school as a result of the incident? ☐ Yes ☐ No

If yes, how many days was the target/victim absent from school as a result of the incident? _____

12. Did a psychological injury result from this incident? Place an X next to one of the following:

- ☐ No ☐ Yes, but psychological services have not been sought ☐ Yes, and psychological services have been sought

13. Is there any additional information you would like to provide? _____

(Attach a separate sheet if necessary)

Signature: _____ Date: ____/____/____

Howard County Public School System and Maryland State Department of Education in accordance with the Safe Schools Reporting Act of 2005
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